

**Department of  
Veterans Affairs**

**Memorandum**

Date: **MAR 21 2011**

From: Assistant Secretary for Human Resources and Administration (006)

Subj: Workforce Recruitment Program Funding for Fiscal Year 2011 (VAIQ 7093923)

To: Under Secretaries, Assistant Secretaries, and Other Key Officials

1. The Department of Veterans Affairs remains committed to increasing the employment of individuals with disabilities, including disabled Veterans and those with targeted disabilities. As part of our continuing efforts to identify and employ qualified individuals with disabilities and meet the Secretary's two percent goal for hiring individuals with targeted disabilities, VA has established a goal to employ at least 20 college students and recent graduates with disabilities as summer interns through the Workforce Recruitment Program (WRP).

Additionally, we have set a goal to retain at least 20 percent of those who are ready for full time employment. To encourage greater participation with the WRP, we are pleased to announce that the Office of Human Resources and Administration, as a part of the Human Capital Investment Plan for fiscal year (FY) 2011, has established a centralized fund that will be used to reimburse salary costs for 20-25 WRP students. The goal of the fund is to minimize funding barriers that may prevent full utilization of the WRP.

2. The WRP is coordinated annually by the Office of Disability Employment Policy and the U.S. Department of Defense, and provides job opportunities in the Federal government for college students with disabilities, some of whom are Veterans. The WRP is an excellent recruitment and workforce succession tool that can be used to identify qualified candidates to fill temporary or permanent staffing needs in a variety of occupations. Annually, trained recruiters from WRP's Federal agency partners conduct personal interviews with more than 2,000 students with disabilities at college and university campuses across the nation, and develop a database listing the qualifications of each student. Student applications are evaluated and those who receive a score indicating their employment readiness are referred for employment.

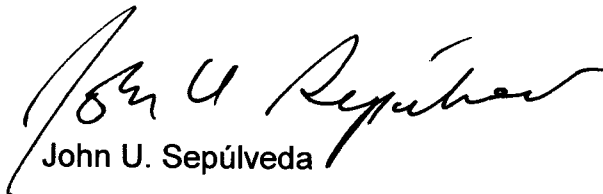
3. The Office of Diversity and Inclusion (ODI) will administer the centralized fund and will approve reimbursement funding on a first come, first serve basis. However, priority consideration will be given to offices that have advised, on the attached "Funding Reimbursement Request" form, that they are actively recruiting and may have an identified position that can be used to convert an intern to a permanent position once the internship ends. To improve your chances of receiving centralized funds for an intern, I recommend that you promptly request access to the WRP site and identify viable candidate(s). Detailed instructions are enclosed and available on VA's Disability Program Web site at: <http://www.diversity.hr.va.gov/spi/programs/peopledisabilities.htm>.

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4. Organizations interested in hiring a WRP using their own funding can visit the WRP secure Web site at: [www.wrp.gov](http://www.wrp.gov) and request a password to access the intern database to identify and recruit an intern. For record keeping purposes, please advise ODI when you hired an intern through the WRP. Also, please review "Step Seven" on the attached "Request for Funding Instructions" for pertinent reasonable accommodation information.

5. I strongly encourage you to use the WRP to identify and hire qualified individuals with disabilities, to further our goal of developing a high performing, diverse workforce.

6. If you have any questions regarding the WRP or the WRP centralized fund for FY 2011, please contact Aurelia Lopez, WRP Coordinator, ODI, at (202) 461-4124 or via email at: [Aurelia.Lopez@va.gov](mailto:Aurelia.Lopez@va.gov).



John U. Sepúlveda

Attachments

**FY 2011 WORKFORCE RECRUITMENT PROGRAM (WRP)  
REQUEST FOR FUNDING INSTRUCTIONS (Page 1 of 2)**

**Step One:** Hiring Officials should identify a classified position, in a suitable job series, ranging from GS 5-11. Managers should coordinate with their respective Human Resources Officers (HRO) and identify a place in their organization for the intern to work the 10-14 week internship.

**Step Two:** Hiring officials can log on to the WRP Web site <https://wrp.gov>. Once registered, you should receive a password within 48 hours. With your password, you should be able to search by location, job preference, and academic degree. Do not be discouraged if you do not find an individual who lives in your area. Most of the students are willing to travel for the right internship. (WRP interns are responsible for any relocation, transportation, and/or travel expense). Print the **Student Information Sheet** for all potential candidates whom you are considering. Please note: Hiring officials may receive assistance with this step from the facility's EEO manager, selective placement coordinator, and/or Disability Program Manager.

**Step Three:** Once you have identified one or more potential candidates who may be qualified for the position, schedule and conduct 30 minute phone interviews. Hiring officials are advised to focus on the qualifications of the candidates. Questions designed to elicit information about the disability are not permitted by law.

**Step Four:** Forward to your local servicing HRO the desired candidate(s) **Student Information Sheet and resume**. Your local HRO will determine whether the individual(s) qualify for the pre-identified position and at what grade level. Occasionally, a staffing specialist may need additional documentation from the student. If so, call the potential candidate and have them provide the additional information directly to the staffing specialist.

**Step Five:** In order to apply for **centralized funding** to cover the salary of your WRP candidate, you must submit the below required information to the Office of Diversity and Inclusion via email to [Aurelia.Lopez@va.gov](mailto:Aurelia.Lopez@va.gov).

- ☐ WRP Fund Application
- ☐ Resume
- ☐ Position Description
- ☐ Student Information Sheet

**Step Six:** You will receive confirmation of funding approval/denial within three (3) business days. If the funding reimbursement request is approved, you will receive a memorandum of understanding, which outlines the terms and agreement of the expenditure transfer.

**FY 2011 WORKFORCE RECRUITMENT PROGRAM (WRP)  
REQUEST FOR FUNDING INSTRUCTIONS (Page 2 of 2)**

**Step Six** (Cont.): Once funding is confirmed, you may then make the offer to the student, through the Office of Human Resources at your office/organization, and complete the necessary steps required in the WRP database. Your servicing HRO will make sure to note on the SF-50 and SF-52 the approved specified temporary appointment of the internship (10 - 14 weeks), under section "u" of the **Schedule A** (5 C.F.R. 213.3102(u)) Special Hiring Authority, and use the **PAID code W9R**. The Schedule A excepted appointment authority is described on the Disability Program Web site at <http://www.diversity.hr.va.gov/disabilities.htm>.

**Step Seven**: Once the candidate has accepted, you should pay particular attention to the accommodation notes section of the **Student Information Sheet**, which will give you some idea of what the student's accommodation needs may be. Only after you make the offer and the student accepts can you question the student regarding their reasonable accommodation needs. If they require adaptive equipment, it can be requested through VA's partnership with the Computer and Electronic Accommodations Program (CAP), by visiting their Web site, at <http://www.tricare.mil/cap/>. Accommodations, such as interpreters and readers that are not provided by CAP, must be obtained by the employee's office, but the cost will be reimbursed from the **Centralized Fund** managed by the Office of Diversity and Inclusion, Web site: <http://www.diversity.hr.va.gov/spi/programs/peopledisabilities.htm#fund>.

**Step Eight**: **IMPORTANT**: For tracking purposes, it is critical that you send an email message to Aurelia Lopez [Aurelia.Lopez@va.gov](mailto:Aurelia.Lopez@va.gov), with the **name** of the selected student, and the **Student ID Number** found on the **Student Information Sheet**.

For questions regarding the WRP Centralized Fund, please contact:

Aurelia Lopez, WRP Coordinator  
Office of Diversity and Inclusion (06)  
Email: [Aurelia.Lopez@va.gov](mailto:Aurelia.Lopez@va.gov)  
Phone: 202-461-4124

**FY 2011 WORKFORCE RECRUITMENT PROGRAM (WRP)  
FUNDING REIMBURSEMENT REQUEST FORM (Page 1 of 2)**

In order to obtain funding reimbursement for Workforce Recruitment Program (WRP) salary expenditures, please complete and submit this form to [Aurelia.Lopez@va.gov](mailto:Aurelia.Lopez@va.gov), WRP Program Fund Coordinator, Office of Diversity and Inclusion.

You will be notified of the approval or disapproval within three (3) business days. If the request is approved, you will receive a memorandum of understanding, which outlines the terms and agreement of the expenditure transfer.

**THE FOLLOWING MUST BE PROVIDED:**

☐ VHA   ☐ NCA   ☐ VACO Staff Office \_\_\_\_\_

**Organization Information:**

Name of Organization: \_\_\_\_\_

Office and Location: \_\_\_\_\_

Manager/ Supervisor Name: \_\_\_\_\_

Manager/ Supervisor email address: \_\_\_\_\_

Manager/ Supervisor telephone number: \_\_\_\_\_

Do you have a position for which the intern meets the qualifications and can be appointed to permanently, once the internship ends?      Yes              No

**WRP Student Information:**

Name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

**Position and Internship Information:**

Position Title: \_\_\_\_\_ Series: \_\_\_\_\_ Grade: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Number of weeks: \_\_\_\_\_

Salary Computation \_\_\_\_\_

**Human Resource Office information:**

HR Specialist Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email address \_\_\_\_\_

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**FY 2011 WORKFORCE RECRUITMENT PROGRAM (WRP)  
FUNDING REIMBURSEMENT REQUEST FORM (Page 2 of 2)**

**Budget information:**

Budget Officer Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Station Number:**

BFY:

Fund Code:

ACC Code:

Cost Center:

FCP:

BOC:

Amount:

**For ODI use only**

☐ Approval

☐ Disapproval

Approving Official Name:

Signature/Date:

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